

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 30, 1997

ALL-COUNTY INFORMATION NOTICE NO. I-32-97

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
ALL FISCAL OFFICERS

SUBJECT: REPORTING OF CHILD WELFARE SERVICES INFORMATION DURING
THE MONTH OF CONVERSION TO CWS/CMS

The purpose of this letter is to provide counties with information on how to report the Preplacement Preventive Services Monthly Statistical Report (SOC 291) data to the Information Services Bureau (ISB) during the conversion to the Child Welfare Services/Case Management System (CWS/CMS). Additionally, this letter will provide information regarding the generation of the Foster Care Information System (FCIS) Family Reunification, Permanent Placement and Family Maintenance Caseload Movement Activity and Average Case months (FCI 561).

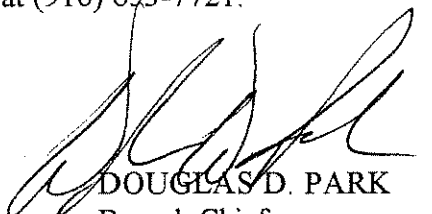
During the month of conversion (prior to going "live"), each county will be responsible for reporting the SOC 291 data up to the day of conversion. **This will be the last "paper" transmission of the SOC 291 by each county.** Usually counties have until the last working day of the month following the report month to submit SOC 291 data. However, because CWS/CMS is a real time versus historical time system, ISB must make up the time differential by receiving SOC 291 data as soon as possible. Therefore, counties must submit their last "paper" SOC 291 within thirty calendar days after CWS/CMS conversion.

ISB staff is responsible for compiling the CWS/CMS data from the date of conversion to the end of the conversion month. ISB staff will then combine the data (manual and automated) and create a combination SOC 291 for each county which has converted. This combination SOC 291 will be forwarded to each newly converted county for review. The SOC 291 numbers reported by CWS/CMS may or may not be comparable to the county's previously reported data. It will be the county's responsibility to ensure the data is accurate. If a discrepancy is suspected, contact Mr. Bill Lamb, Manager, CWS/CMS Support Branch, for problem identification and resolution at (916) 445-2747.

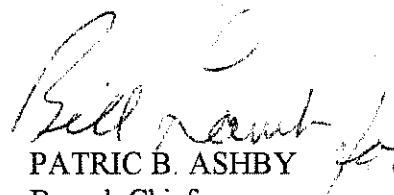
To ensure all cases are counted accurately in the reporting month, ISB, County Cost Analysis Bureau (CCAB), CWS Program, and CWS/CMS project staff have agreed to generate the SOC 291 twice monthly. The first SOC 291 will be generated on the fifth day of the month following the report period and will be used as a county program management report only. The second SOC 291 (which will overlay the first SOC 291) will be generated on the last day of the month following the reporting period, and it will be used as the official statistical report for the reporting month. The delayed generation of the SOC 291 will ensure that all cases are counted for the reporting month regardless of when the social worker actually enters the data. Post statewide conversion (12/97), ISB will gradually reduce the time frame for generating the SOC 291, and eventually only one report will be produced on the fifth day of the month following the reporting period.

During the conversion period, the FCI 561 report will be generated on the last day of the month following the reporting month. Currently, ISB produces this report three months after the report period because of the significant time lag caused by the processes of FCIS. However, since CWS/CMS is a real time system, and no time lag is anticipated, the FCI 561 report will eventually be produced on the fifth day of the month following the reporting month (the same as for the SOC 291).

ISB, CWS Program and CWS/CMS project staff are working toward generating the most accurate SOC 291 and FCI 561 data possible. It is the commitment of these organizations as well as CCAB that neither the SOC 291 nor FCI 561 data will be used for any budgeting or estimating purposes prior to validation of the report processes and the output data. If you have any questions or concerns regarding this correspondence, please contact Ms. Jeanette Sproul, of ISB, at (916) 653-7721.



DOUGLAS D. PARK
Branch Chief
Financial Planning Branch



PATRIC B. ASHBY
Branch Chief
Foster Care Branch

c: CWDA